



TOWN ADMINISTRATOR'S REPORT

December 1, 2020



ADMINISTRATION:

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis..

Please visit the [town's webpage devoted to COVID-19 information](#):

- TA Greg Johnson, Assistant Facilities Director Kyle Brainard and Communications Supervisor Sarah Finnerty are working with the town's information technology (IT) service vendor DriveTech to replace and upgrade the existing phone lines with fiber lines. Town Hall has experienced phone outages in the past, and this upgrade is intended to help mitigate similar losses.
- TA Greg Johnson and HR Coordinator Stephanie Duggan are planning for the interviews and hiring procedures for a Treasurer/Collector, Town Accountant and Library Director. These processes have experienced some circumstantial delays, and efforts are underway to provide adequate resources to the Finance Team in particular until new full-time hires are made.
- Town staff, including TA Greg Johnson, HR Coordinator Stephanie Duggan, Fire Chief Tony Stowers, and Police Chief Mike Noble participated in the recent "mock interviews" of Maynard High School seniors.
- Town Counsel, TA Greg Johnson, Director of Public Works (DPW) Justin Demarco and private consultant Beth Greenblatt have initiated negotiations with Sun Power for the installation and management of solar array project at the Maynard School District grounds.

FIRE DEPARTMENT:

- We have had 206 emergency requests for service since October 13th. We have seen a 31.1% increase in emergency requests for assistance at this point in the fiscal year. We had anticipated a rise of anywhere between 12 and 15% from the 129 Parker Street project alone, but these numbers are exceeding our predictions.

- We have continued issuing permits and reviewed plans for fire prevention. We have had 134 fire prevention-related activities since October 13th. Multiple permits have been issued for the 129 Parker Street project, as well as others in the community.
- We have had 68 in-house training events since October 13th, 2020. We have continued our EMS training, which will run into March of 2021 for this year.
- We have had 143 maintenance related activities since October 13th, 2020.
- We needed multiple repairs on Engine 1, our 2001 E-One Pumper. It was out of service for about a week but is back in service now.
- We still have an adequate supply of personal protective equipment (PPE) for the ongoing COVID-19 pandemic. We have received a supplemental PPE Grant as part of the Assistance to Firefighters Program.
- Chief Stowers is overseeing the FEMA and CARESAct reimbursements for the community. Paperwork and submittals remain ongoing. The FEMA process is extremely time-consuming, but it will get done.
- Last week we held a swearing-in ceremony for our latest firefighters Alan Portis, Joseph Doyle, and Jennine Hureau. Thank you to Selectman DiSilva for attending the ceremony.
- Acting Captain Craig Desjardins has been promoted to Captain of Group 1. Both he and Mark Tomyl have acted as Acting Captain since the retirement of Captain Gray. Both did an excellent job in that role!



Figure 1 Firefighters Portis, Doyle, and Hurea being sworn in.

PUBLIC WORKS:

- The department's water and sewer crews responded to an emergency gate valve failure on our twelve inch water main that runs through Main Street, and is one of our primary distribution routes to service the downtown. We needed to execute an immediate response and install an (insertion valve).

“Insertion valves allow operators to perform planned or emergency system maintenance without shutting down large portions of the water distribution system and lower the incremental costs associated with shutdown. This is because an insert valve can be installed on an existing, in-service water main under high pressure, without the need to shut down service to the main. Crews make a single circular hole cut into the water main under full pressure, with no reaming. The insertion valve is permanently installed on top of the pipe, allowing for system control and maintenance in the same manner as a resilient seated gate valve. Insertion valves allow utilities to perform maintenance without shutting down large portions of their water distribution systems. They help guarantee that utilities can upgrade and improve service to their customers without needing to interrupt service to those customers.”

- As the Department of Public Works (DPW) continues to proactively repair/replace and upgrade our water distribution system, we will continue to encounter unforeseen failures in a system that has many aspects beyond its designed life expectancy. We will continue to work diligently to ensure that our utility customers have a reliable water and sewer utility.

Here is a great look at the Main street gate valve repair conducted 11-18-20:



- The Department of Public Works recently finished the installation of new holiday lights on the tree at Memorial park, including installing the Menorah for the upcoming holiday season. The Maynard Business Alliance (MBA) has been putting the finishing touches on the trees at the park, while all the downtown decorative light poles have been laced in their annual holiday attire.

